

अण्डमान तथा
Andaman And



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No. 109, Port Blair, Monday, May 10, 2010

अण्डमान तथा निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION

आर्थिक एवं सांख्यिकी निर्देशालय
DIRECTORATE OF ECONOMICS & STATISTICS

NOTIFICATION

Port Blair, dated the 10th May, 2010

No.102/2010/F.No. 1-21/2003-DES.—In exercise of the powers conferred by the provision to Article 309 of the Constitution read with the Ministry of Home Affairs Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of this Administration's Notification No. 73 dated 13.3.2007, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of Daftry in the Directorate of Economics & Statistics, Andaman and Nicobar Administration, namely:-

1. Short Title and Commencement:

- (i) These rules may be called the Andaman and Nicobar Administration (Daftry) Recruitment (Amendment) Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Pay Band & Grade Pay/ Pay Scale:

The number of posts, their classification and the Pay Band & Grade Pay/ Pay Scale attached thereto, shall be specified in paras 2 to 4 of the Schedule annexed hereto.

3. Method of Recruitment, Age limit, Qualification:

The method of recruitment to the post, age limit, qualifications and other matters relating thereto shall be as specified at paras 5 to 15 of the said Schedule.

4. Disqualification: No person—

- (i) Who, has entered into or contracted a marriage with a person having a spouse living, or
- (ii) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lt. Governor, A & N Islands, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for doing, exempt any person from the operation of this rule.

SCHEDULE**RECRUITMENT RULES FOR THE POST OF DAFTRY**

1.	Name of the Post	Daftry
2.	No. of Post	1 (One)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'C', Non-Ministerial
4.	Scale of Pay	PB-1 Rs.5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection	Non-selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rule, 1972 ?	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruit	Not applicable
9.	Whether age and educational qualification required for direct recruits will apply in the case of the promotees	Not applicable
10.	Period of Probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation, transfer and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation / absorption
12.	In case of recruitment by promotion/deputation/ transfer, grades from which promotion/deputation/ transfer to be made	<p><u>PROMOTION</u> : From amongst Peon of the Directorate of Economics & Statistics, A & N Administration in the Scale of Pay of PB-1 Rs.5200-20200 + GP Rs. 1800 with four years regular service in the grade</p> <p><u>DEPUTATION/ABSORPTION</u>: From amongst the official of the A & N Administration</p> <p>(A) (i) holding analogous post on regular basis or (ii) With four years regular service in the post of Peon in the scale of pay of PB-1 Rs.5200-20200 + GP Rs. 1800</p> <p>(B) Knowledge to read and write Hindi, File Stitching and maintenance of Records.</p>
13.	If a DPC exists, what is its composition? Group 'C' DPC consisting of the following for promotion and confirmation	<p>Group 'C' DPC (for considering Promotion):</p> <p>1. Director of Economics & Statistics — Chairman</p> <p>2. Assistant Secretary (Perl.) — Member</p> <p>3. Statistical Officer (HQ) — Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF DAFTRY

1. Proper maintenance of records in the Section/Office;
2. Tracing out old files/records as may be required by any member or staff in the Section/Office;
3. Verify the record/publications once in six months and report to the Section Officer/Branch Officer if any file/publication are missing/out for a considerable period;
4. To stitch/mend files/records/vouchers etc.;
5. To collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
6. To see that all files/other items on the tables in the Section kept in place in a proper manner;
7. To ensure cleanliness in the Section/Office with the help of Peons/Safaiwala;
8. To keep proper account of the articles of furniture/electrical and electronic items available in the Section Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place;
9. To attend office half an hour earlier than the hour prescribed for the office (i.e) at 8.00 am;
10. Any other work as assigned by the higher authorities.